

A G E N D A
RIO DELL CITY COUNCIL
CLOSED SESSION - 5:00 P.M.
BUDGET STUDY SESSION
REGULAR MEETING - 6:30 P.M.
TUESDAY, MAY 15, 2012
CITY COUNCIL CHAMBERS
675 WILDWOOD AVENUE, RIO DELL

WELCOME . . . By your presence in the City Council Chambers, you are participating in the process of representative government. Copies of this agenda, staff reports and other material available to the City Council are available at the City Clerk's office in City Hall, 675 Wildwood Avenue. Your City Government welcomes your interest and hopes you will attend and participate in Rio Dell City Council meetings often.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Office of the City Clerk at (707) 764-3532. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.

THE TYPE OF COUNCIL BUSINESS IS IDENTIFIED IMMEDIATELY AFTER EACH TITLE IN BOLD CAPITAL LETTERS

A. CALL TO ORDER

B. ROLL CALL

C. ANNOUNCEMENT OF ITEMS TO BE DISCUSSED CLOSED SESSION AS FOLLOWS:

1) 2012/0515.01 - CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION
Pursuant to Government Code Section 54956.9(a) Name of Case:
Steven and Sharon Wolff v. City of Rio Dell, Humboldt Superior
Court Case No. CV120162

2) 2012/0515.02 - CONFERENCE WITH LKEGAL COUNSEL - EXISTING LITIGATION
Pursuant to Government Code Section 54956.9(a) Name of Case:
Anthony Micheli v. City of Rio Dell, Humboldt County Superior
Court Case No. CV100171

D. PUBLIC COMMENT REGARDING CLOSED SESSION

E. RECESS INTO CLOSED SESSION

F. RECONVENE INTO OPEN SESSION

G. ORAL ANNOUNCEMENTS

H. STUDY SESSIONS

- 1) 2012/0515.03 - Budget Study Session

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I. PLEDGE OF ALLEGIANCE

J. CEREMONIAL

K. PUBLIC PRESENTATIONS

This time is for persons who wish to address the Council on any matter not on this agenda and over which the Council has jurisdiction. Items requiring Council action not listed on this agenda will be placed on the next regular agenda for consideration, unless a finding is made by at least 2/3rds of the Council that the item came up after the agenda was posted and is of an urgency nature requiring immediate action. Please limit comments to a maximum of 5 minutes.

L. CONSENT CALENDAR

The Consent Calendar adopting the printed recommended Council action will be enacted with one vote. The Mayor will first ask the staff, the public, and the Council members if there is anyone who wishes to address any matter on the Consent Calendar. The matters removed from the Consent Calendar will be considered individually in the next section, "SPECIAL CALL ITEMS".

- 1) 2012/0515.04 - Approve Minutes of the May 1, 2012 Regular Meeting (**ACTION**) 24
- 2) 2012/0515.05 - Approve Purchase of Sewer Line Repair Kits and Manhole Inserts (**ACTION**) 30
- 3) 2012/0515.06 - Approve Upgrade of City Hall ADA Ramp and Entrance in an Amount not to Exceed \$3,500 (**ACTION**) 32

M. SPECIAL PRESENTATIONS

N. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS

- 1) "SPECIAL CALL ITEMS" from Consent Calendar
- 2) 2012/0515.07 - Direct Staff to Prepare an Ordinance Requiring Parkland Dedication Fees for all Residential Subdivisions Within the City (**ACTION**) 41
- 3) 2012/0515.08 Authorize the Mayor to Sign Letter Supporting the Eel River Basin Plan amendment (**ACTION**) 47
- 4) 2012/0515.09 - Approve Wildwood Avenue Streetscape Landscape Design and Direct City Manager to Continue to Develop Bid Specifications (**ACTION**) 51

O. ORDINANCES/SPECIAL RESOLUTIONS

1) 2012/0515.10 - Approve Resolution No. 1154-2012 Adopting a Minimum Fund Balance Reserve Policy (ACTION)	52
2) 2012/0515.11 - Approve Resolution No. 1153-2012 Amending the 2006 CDBG Housing Rehabilitation Program Guidelines (ACTION)	54
3) 2012/0515.12 - Introduce and Conduct First Reading (by title only) of Ordinance No. 288-2012 Cross Connection Control Ordinance (ACTION)	61
4) 2012-0515.13 - Albin General Plan and Zone Reclassification (ACTION)	69

P. REPORTS/STAFF COMMUNICATIONS

1. City Manager
2. Chief of Police
3. Finance Director

Q. COUNCIL REPORTS/COMMUNICATIONS

R. STUDY SESSIONS/PUBLIC HEARINGS

S. ANNOUNCEMENT OF ITEMS TO BE DISCUSSED CLOSED SESSION AS FOLLOWS:

T. PUBLIC COMMENT REGARDING CLOSED SESSION

U. RECESS INTO CLOSED SESSION

V. RECONVENE INTO OPEN SESSION

W. ORAL ANNOUNCEMENTS

X. ADJOURNMENT

*The next Regular meeting will be on June 5, 2012
at 6:30 PM in the City Council Chambers*

675 Wildwood Avenue
Rio Dell, CA 95562



TO: Mayor and Members of the City Council

THROUGH: Ron Henrickson, City Manager

FROM: Stephanie Beauchaine, Finance Director

DATE: May 11, 2012

SUBJECT: Draft Operating Budget

RECOMMENDATION

Receive and File

BUDGETARY IMPACT

The Revised Operating Budget provides for an operating surplus in the amount of \$174,182.

BACKGROUND AND DISCUSSION

Attached please find a copy of the Revised Operating Budget for Fiscal-Year 2012-2013. As proposed, the current budget provides for a surplus of funds in the amount of \$174,182, which is proposed to be used for capital purchases to be discussed at a later date. All of the changes requested have been incorporated. However this is a working draft and additional changes will be made.

Each of the Department Expenditure Budgets as well as the Revenue Budget are attached for your review. Additional summary worksheets will be provided prior to the Council Meeting.

Any detailed questions requiring research are encouraged to be asked prior to the meeting so we are able to address any and all concerns.

Budget Worksheet by Department
March 31, 2012

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<u>City Manager</u>	<u>FY 09-10</u> <u>Actual</u>	<u>FY 09-10</u> <u>Budget</u>	<u>FY 10-11</u> <u>Actual</u>	<u>FY 10-11</u> <u>Budget</u>	<u>FY 11-12</u> <u>Y-T-D Actual</u>	<u>FY 11-12</u> <u>Budget</u>	<u>FY 12-13</u> <u>Proposed</u>
Expenditures							
5000 Full Time Salaries	91,798	91,797	119,439	140,044	101,932	128,070	80,968.06
5025 Part Time Salaries	0	-1		0		0	0.00
5030 Overtime Salaries	2,080	2,079	1,121	6,878		0	0.00
5035 Benefit - ICMA City 457	5,223	5,223	12,629	11,730	13,765	16,827	10,760.98
5040 Benefit - Health Insurance	13,033	13,034	42,708	17,905	8,436	51,771	29,731.00
5042 Benefit - Life Insurance	158	159	251	190	203	391	386.00
5044 Benefit - Dental/Vision Insur	684	685	1,857	2,475	1,155	2,952	2,716.56
5045 Worker Compensation Insurance	4,799	4,801	2,265	2,071	1,076	2,331	1,473.62
5050 FICA	7,108	7,109	10,081	11,050	8,416	9,798	6,194.06
5055 Unemployment Insurance	986	987	658	1,008	651	1,280	1,306.47
5080 Hiring Costs	13,548	13,548	1,613	0	540	0	0.00
5081 Compensated Absences Payable	1,275	1,275	-1,840	0		0	0.00
5101 Office Supplies	1,971	1,971	2,548	1,500	1,046	1,501	1,530.00
5102 Special Department Supplies	1,865	1,865	576	1,500	414	1,501	1,530.00
5103 Postage	453	454	236	400	332	400	408.00
5104 Printing - Forms	1,271	1,271	2,524	1,000	2,534	1,000	1,020.00
5105 Advertising	263	263		0	0		0.00
5106 Promotional	173	173	88	150	0	151	153.00
5110 Accounting	224	223		0	0		0.00
5112 Legal	19,259	19,259	11,244	10,000	10,879	10,000	20,000.00
5113 Court Costs							
5115 Contract/Professional Services	3,709	3,710	5,458	3,500	11	0	4,270.00
5120 Telephone - Pagers	588	589	1,358	820	2,708	3,501	836.40
5122 Training - Conference	6,111	6,111	3,723	5,000	786	820	5,100.00
5123 Automobile - Transportation	3,316	3,316	6,311	6,800	953	5,000	6,936.00
5125 Publications - Books	28	30	30	100	4,173	6,800	102.00
5126 Dues & Memberships	198	198	463	2,850	14	101	2,907.00
5128 Employee Relations	505	505	47	150	269	2,851	153.00
5129 Meeting	0	0	2	0	14	0	0.00
5130 Rents - Leases	1,168	1,168	1,244	1,300	0	1,301	1,326.00
5135 Maintenance - Repair	226	226	1,231	150	510	151	153.00
5138 Office Equipment	1,018	1,018	58	100	366	101	102.00
5141 General Liability Insurance			150		221	4,108	4,108.00
5143 Property Insurance					2,691	711	711.00
5144 Emp Practice Liability Insurance					527	395	395.00
5150 Electricity	1,336	1,337	1,477	1,300	283	1,301	1,326.00
5151 Natural Gas	217	218	186	250	546	251	255.00
5154 Garbage			36		69		
5160 Elections	0	0	0	1,000	1,614	1,000	1,020.00

Budget Worksheet by Department
March 31, 2012

<u>City Manager</u>	<u>FY 09-10</u>	<u>FY 09-10</u>	<u>FY 10-11</u>	<u>FY 10-11</u>	<u>FY 11-12</u>	<u>FY 11-12</u>	<u>FY 12-13</u>
	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Y-T-D Actual</u>	<u>Budget</u>	<u>Proposed</u>
<u>Expenditures</u>							
5164 Regulatory Fes	0	0	1,290	0	31	0	0.00
5166 LAFCO Fees	0	0	667	300	1,584	0	0.00
5171 Computer Software	680	679	606	1,000	36	301	306.00
5173 Computer Maintenance - Support	1,384	1,384	113	0	135	575	1,020.00
5174 Web Design Services	0	0	19	0	117	425	0.00
5175 Community Promotions	39	40	433	0	12	0	0.00
5512 Planning							
5520 Improvements	138	138	116	0	274	0	0.00
6000 Fixed Asset - Equipment	780	781	0	0	0	0	0.00
6100 Fixed Asset - Computer Hardware	915	915	0	1,500	0	1,501	1,530.00
6600 Land Improvements			0		52	0	
Total Expenditures	189,777	189,786	233,016	234,021	169,375	259,318	190,734.14

Budget Worksheet by Department
March 31, 2012

<u>Finance</u>	<u>FY 09-10</u> <u>Actual</u>	<u>FY 09-10</u> <u>Budget</u>	<u>FY 10-11</u> <u>Actual</u>	<u>FY 10-11</u> <u>Budget</u>	<u>FY 11-12</u> <u>Y-T-D Actual</u>	<u>FY 11-12</u> <u>Budget</u>	<u>FY 12-13</u> <u>Proposed</u>
<u>Expenditures</u>							
5000 Full Time Salaries	116,144	116,144	151,984	147,786	137,538	176,158	202,045.74
5030 Overtime Salaries	1,163	1,163	950	2,940	1	5,437	2,020.46
5035 Benefit - ICMA City 457	10,249	10,249	13,228	10,843	14,647	18,967	21,972.57
5040 Benefit - Health Insurance	52,399	52,400	42,746	52,637	19,919	40,247	26,314.00
5042 Benefit - Life Insurance	318	319	413	432	387	546	588.00
5044 Benefit - Dental/Vision Insur	3,191	3,191	2,753	3,898	1,711	2,928	3,174.72
5045 Worker Compensation Insurance	4,592	4,592	4,155	724	682	863	990.02
5050 FICA	9,832	9,833	12,572	11,531	11,772	13,893	15,611.06
5055 Unemployment Insurance	1,394	1,394	2,157	1,680	1,736	1,815	2,040.66
5070 Education Reform Augmentation	0	0	0	10,000	0	14,000	14,280.00
5080 Hiring Costs	0	0	4,144	750	0	751	765.00
5081 Compensated Absences Payable	953	953	-2,465	0	0		0.00
5101 Office Supplies	2,015	2,014	6,071	1,900	4,237	4,200	4,284.00
5102 Special Department Supplies	2,135	2,135	765	2,000	469	1,000	1,020.00
5103 Postage	5,984	5,983	4,876	4,000	3,907	5,000	5,100.00
5104 Printing - Forms	2,369	2,369	1,335	1,000	869	1,000	1,020.00
5106 Promotional	413	412	94	0			0.00
5110 Accounting	36,040	36,040	39,985	34,000	26,955	35,000	22,000.00
5112 Legal	358	357	215	500	290	501	510.00
5115 Contract/Professional Services	3,826	3,826	0	1,500	0	501	510.00
5116 Bank Fees	82	82	15	1,000	2,055	1,000	2,500.00
5120 Telephone - Pagers	1,875	1,875	1,888	1,500	1,482	1,501	1,530.00
5122 Training - Conference	1,630	1,631	2,033	5,000	2,938	5,000	5,100.00
5123 Automobile - Transportation	822	821	1,263	1,000	572	1,301	1,326.00
5125 Publications - Books	677	677	45	750	38	501	510.00
5126 Dues & Memberships	270	271	85	300	122	301	306.00
5128 Employee Relations	626	625	47	150	37	101	102.00
5129 Meeting	10	9	2	100			0.00
5130 Rents - Leases	1,684	1,684	2,037	1,500	1,975	1,701	2,500.00
5135 Maintenance - Repair	125	124	1,065	1,200	1,088	1,200	1,224.00
5138 Office Equipment	5,558	5,558	1,150	200	295	501	510.00
5141 General Liability Insurance			397		7,120	10,868	10,868.00
5143 Property Insurance					1,395	1,881	1,881.00

Budget Worksheet by Department
March 31, 2012

Finance	FY 09-10	FY 09-10	FY 10-11	FY 10-11	FY 11-12	FY 11-12	FY 12-13
	Actual	Budget	Actual	Budget	Y-T-D Actual	Budget	Proposed
5144 Emp Practice Liability Insurance							
5150 Electricity	1,253	1,252	1,384	1,400	750	1,045	1,045.00
5151 Natural Gas	203	203	174	170	1,444	1,600	1,800.00
5152 Water	82	82	84	0	182	171	230.00
5154 Garbage	0	0	38	0			0.00
5163 Property Tax Admin Fees	0	0	12,194	13,000	6,214	13,000	13,260.00
5164 Regulatory Fees	28	28	4	0			0.00
5171 Computer Software	362	362	1,519	500	165	1,000	1,020.00
5172 Computer Training	0	0	495	500	420	501	510.00
5173 Computer Maintenance - Support	8,688	8,688	10,497	10,000	9,854	12,000	12,240.00
5174 Web Design Services	0	0	133	0	257	0	350.00
5175 Community Promotions	37	37	18	0	31	0	0.00
5212 Gas & Oil	0	0	3,693	0			0.00
5430 Fines/Penalties	627	627		0			0.00
5520 Improvements	135	135	119	0	305	0	0.00
6000 Fixed Asset - Equipment	1,677	1,676		0			0.00
6100 Fixed Asset - Computer Hardware	148	148		0	0	1,501	1,530.00
6600 Land Improvements					138	0	
Total Expenditures	230,602	230,959	326,357	279,969	263,997	379,481	384,588.23

Budget Worksheet by Department
March 31, 2012

	<u>FY 09-10</u>	<u>FY 09-10</u>	<u>FY 10-11</u>	<u>FY 10-11</u>	<u>FY 11-12</u>	<u>FY 11-12</u>	<u>FY 12-13</u>
<u>Receiving</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Y-T-D Actual</u>	<u>Budget</u>	<u>Proposed</u>
<u>Expenditures</u>							
5000 Full Time Salaries	6,816	6,816	7,337	7,665	5,731	4,675	4,859.09
5030 Overtime Salaries	711	712	271	383	0	234	242.95
5035 Benefit - ICM/A City 457	569	568	669	613	610	701	485.91
5040 Benefit - Health Insurance	0	0	0	1,524	0	911	872.61
5042 Benefit - Life Insurance	0	0	0	24	0	12	10.50
5044 Benefit- Dental/Vision Ins	0	0	0	184	0	110	99.59
5045 Workers Compensation Insurance	264	265	348	38	111	23	23.81
5050 Fica	634	633	667	677	515	357	390.31
5055 Unemployment Insurance	74	75	91	363	88	47	47.65
5101 Office Supplies	0	0	160	200	35	200	204.00
5102 Special Department Supplies	416	416	177	0	2,505	1,450	1,479.00
5103 Postage	11	11	236	200	-1	200	700.00
5104 Printing - Forms	22	22	198	200	69	200	204.00
5105 Advertising	242	241	347	350	197	350	357.00
5106 Promotional	103	103	250	250	0	250	255.00
5112 Legal					348	0	500.00
5115 Contract Professional Services	1,170	1,170	-1,888	1,700	0	2,000	2,040.00
5120 Telephone			3		21	0	40.00
5122 Training - Conference	0	0	670	1,000	2	1,000	
5123 Automobile - Transportation	178	178	155	300	82	300	306.00
5125 Books and Publications					1	0	
5126 Dues & Memberships	0	0	100	200	1	200	
5128 Employee Relations	0	0	25	0	2	0	204.00
5130 Rents & Leases			0		82	0	0.00
5135 Maintenance & Repair					34	0	
5141 General Liability					443	676	676.00
5143 Property Insurance			25		87	117	117.00
5144 Employee Practice Liab Ins					47	65	65.00
5151 Electricity					101	0	150.00
5154 Garbage	1,192	1,192	2,218	500	132	500	800.00
5174 Web Design Services	0	0	40	0	16	0	300.00
5175 Community Promotions	0	0		0	2	0	0.00
5215 Public Works - Small Tools	17	18		0			0.00
5227 Public Works - Equip. Repair	86	86		0			0.00

Budget Worksheet by Department
March 31, 2012

	<u>FY 09-10</u> <u>Actual</u>	<u>FY 09-10</u> <u>Budget</u>	<u>FY 10-11</u> <u>Actual</u>	<u>FY 10-11</u> <u>Budget</u>	<u>FY 11-12</u> <u>Y-T-D Actual</u>	<u>FY 11-12</u> <u>Budget</u>	<u>FY 12-13</u> <u>Proposed</u>
<u>Recycling</u>							
<u>Expenditures</u>							
5520 Improvements					19	0	
Total Expenditures	12,505	12,506	12,099	16,371	11,280	14,578	15,429.42

Budget Worksheet by Department
March 31, 2012

<u>General Government</u>	<u>FY 09-10</u> <u>Actual</u>	<u>FY 09-10</u> <u>Budget</u>	<u>FY 10-11</u> <u>Actual</u>	<u>FY 10-11</u> <u>Budget</u>	<u>FY 11-12</u> <u>Y-T-D Actual</u>	<u>FY 11-12</u> <u>Budget</u>	<u>FY 12-13</u> <u>Proposed</u>
<u>Expenditures</u>							
5080 Hiring Costs	0	0			0	0	0.00
5101 Office Supplies	-33	-33					0.00
5102 Special Department Supplies	400	400					0.00
5103 Postage	0	0					0.00
5104 Printing - Forms	0	0					0.00
5106 Promotional	238	238					0.00
5107 Memorial Park Expense	0	0					0.00
5110 Accounting	0	0					0.00
5112 Legal	0	0					0.00
5115 Contract/Professional Services	35,729	35,730					0.00
5116 Bank Fees	1,580	1,579	1,657				0.00
5120 Telephone - Pagers	323	324					0.00
5122 Training - Conference	48	48					0.00
5123 Automobile - Transportation	70	72					0.00
5125 Publications - Books	0	0					0.00
5126 Dues & Memberships	-200	-200					0.00
5128 Employee Relations	0	0					0.00
5130 Rents - Leases	609	610					0.00
5135 Maintenance - Repair	0	0					0.00
5138 Office Equipment	0	0					
5141 General Liability Insurance	104,478	104,479					
5143 Property Insurance	16,054	16,054					
5144 Emp Practice Liab Insurance	8,577	8,577					
5150 Electricity	1,118	1,118					0.00
5151 Natural Gas	23	24					0.00
5154 Garbage	0	0					0.00
5163 Property Tax Admin Fees	13,468	13,468					0.00
5164 Regulatory Fees	0	0					0.00
5166 LAFCO Fees	0	0					0.00
5171 Computer Software	0	0					0.00
5173 Computer Maintenance - Support	186	186					0.00
5175 Community Promotions	308	309					0.00
5215 Public Works - Small Tools	0	0					0.00
5229 Public Works - Equip. Rental	0	0					0.00
5520 Improvements	0	0					0.00
5610 Bad Debt	0	0					0.00
Total Expenditures	182,976	182,983	1,657	66,000	0	0	0.00

Budget Worksheet by Department
March 31, 2012

Police	FY 09-10	FY 09-10	FY 10-11	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<u>Expenditures</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Y-T-D Actual</u>	<u>Budget</u>	<u>Proposed</u>
5000 Full Time Salaries	319,123	319,123	351,059	368,370	221,378	264,784	277,451.40
5030 Overtime Salaries	10,588	10,589	7,145	8,000	8,672	9,263	6,936.29
5035 Benefit - ICMA City 457	25,046	25,046	38,456	29,673	44,403	59,674	59,626.36
5040 Benefit - Health Insurance	51,785	51,785	62,885	67,594	32,038	46,292	54,664.68
5042 Benefit - Life Insurance	648	648	764	816	672	858	924.00
5044 Benefit - Dental/Vision Insur	6,988	6,988	6,420	10,589	2,468	4,980	5,153.00
5045 Worker Compensation Insurance	33,764	33,764	20,048	13,284	6,096	10,697	11,209.04
5050 FICA	26,811	26,812	30,111	27,820	20,622	20,965	21,755.66
5055 Unemployment Insurance	3,122	3,122	3,601	4,000	2,170	2,740	2,843.88
5060 Clothing Allowance	6,536	6,536	4,842	6,000	3,060	3,750	3,000.00
5080 Hiring Costs	5,172	5,172	647	3,000	525 #	3,000	2,500
5101 Office Supplies	1,096	1,096	1,820	1,500	1,273	1,200	1,225
5102 Special Department Supplies	6,300	6,300	2,747	5,000	2,949	4,000	4,080
5103 Postage	754	754	534	1,200	-11	1,200	800
5104 Printing - Forms	457	457	296	1,200	402	1,200	800
5105 Advertising	0	0	0	200	0	200	204
5106 Promotional	75	75	430	500	0	500	100
5110 Accounting	462	462	0	0	0	0	0
5112 Legal	369	369	525	1,500	0	1,500	1,530
5115 Contract/Professional Services	8,771	8,771	11,346	6,500	-558	6,500	3,000
5117 Animal Control	13,337	13,337	15,665	14,500	9,600	14,500	14,790
5118 K-9 Expenses	1,645	1,645	7	500	0	0	0
5119 Safety Supplies and Equipment	8,023	8,023	3,600	5,000	179	0	0
5120 Telephone - Pagers	823	823	7,962	5,000	4,738	3,800	3,876
5122 Training - Conference	2,355	2,355	3,737	5,000	5,102	3,500	1,000
5123 Automobile - Transportation	436	436	-652	1,000	2,181	500	600
5125 Publications - Books	1,944	1,944	440	350	229	400	408
5126 Dues & Memberships	4,727	4,727	1,951	2,100	1,312	2,100	2,500
5128 Employee Relations	10	10	581	5,000	46	2,500	2,550
5129 Meeting	156	156	209	250	124	250	1,950
5130 Rents - Leases	826	826	3,401	1,500	1,276	1,500	1,530
5135 Maintenance - Repair	542	542	0	1,000	2,324	1,000	1,000
5138 Office Equipment	4,142	4,141	139	6,000	784	3,500	1,500
5139 Equipment							

Budget Worksheet by Department
March 31, 2012

<u>Police</u>	<u>FY 09-10</u> <u>Actual</u>	<u>FY 09-10</u> <u>Budget</u>	<u>FY 10-11</u> <u>Actual</u>	<u>FY 10-11</u> <u>Budget</u>	<u>FY 11-12</u> <u>Y-T-D Actual</u>	<u>FY 11-12</u> <u>Budget</u>	<u>FY 12-13</u> <u>Proposed</u>
<u>Expenditures</u>							
5141 General Liability Insurance			498	0	8,926	13,624	13,624
5142 Automobile Insurance	0	0					0
5143 Property Insurance					1,748	2,358	2,358
5144 Public Official Liability Insurance					940	1,310	1,310
5150 Electricity	2,756	2,756	3,045	3,300	1,810	3,300	3,366
5151 Natural Gas	448	448	383	600	228	600	612
5162 Medical	1,125	1,125	2,468	1,500	385	1,500	1,530
5164 Regulatory Fees	832	832	-64	300	0	300	306
5171 Computer Software	952	952	40	1,000	3,812	6,000	1,000
5173 Computer Maintenance - Support	6,560	6,560	4,715	3,000	2,263	3,000	3,060
5174 Web Design Services	0	0	140	0	322	0	500
5175 Community Promotions	81	81	39	0	39	0	0
5193 Vehicle Abatement	2,560	2,560	2,594	7,000	1,612	7,000	2,500
5212 Gas & Oil	16,363	16,363	17,292	15,000	13,501	11,000	16,900
5213 Vehicle Repair	11,153	11,153	10,093	9,000	6,298	7,000	7,200
5215 Public Works - Small Tools	0	0		0	4	0	0
5227 Public Works - Equip. Repair	46	46		0			0
5305 Booking Fees Due	821	821	1,571	0	1,119	0	2,000
5308 Dispatch Service Due	18,504	18,504	18,504	18,504	15,420	18,504	18,874
5520 Improvements	298	298	180	0	382	0	2,500
6000 Fixed Asset - Equipment	1,991	1,991		0			0
6100 Fixed Asset - Computer Hardware	3,901	3,901	3,608	8,500	2,155	0	5,100
6400 Fixed Asset - Vehicles	14,070	14,070	1,445	0	173	0	0
6600 Land Improvements							
Total Expenditures	582,087	589,098	647,267	666,650	435,191	552,349	572,247.38

Budget Worksheet by Department
March 31, 2012

	<u>FY 09-10</u>	<u>FY 09-10</u>	<u>FY 10-11</u>	<u>FY 10-11</u>	<u>FY 11-12</u>	<u>FY 11-12</u>	<u>FY 12-13</u>
<u>Public Works</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Y-T-D Actual</u>	<u>Budget</u>	<u>Proposed</u>
<u>Expenditures</u>							
5000 Full Time Salaries	262,599	262,600	265,069	322,752	209,371	266,745	241,353.19
5025 Part Time Salaries	0	0		0			0.00
5030 Overtime Salaries	9,579	9,580	8,707	15,525	5,054	7,505	7,240.60
5035 Benefit - ICMA City 457	20,484	20,484	22,741	27,040	21,594	28,073	26,399.90
5040 Benefit - Health Insurance	44,598	44,598	51,667	60,196	34,092	53,501	49,748.33
5042 Benefit - Life Insurance	706	706	698	768	512	702	672.00
5044 Benefit - Dental/Vision Insur	7,224	7,224	5,915	8,272	3,286	5,602	4,966.92
5045 Worker Compensation Insurance	29,227	29,228	18,258	12,190	9,682	11,286	11,826.31
5050 FICA	22,689	22,688	22,956	25,553	17,984	20,980	19,017.42
5055 Unemployment Insurance	2,715	2,715	2,982	3,340	2,950	2,743	2,485.94
5060 Clothing Allowance	2,354	2,353	2,252	3,000	1,850	3,000	3,060.00
5080 Hiring Costs	0	0	1,093	1,500	0	1,500	1,530.00
5081 Compensated Absences Payable	1,095	1,096	-6,492	0			0.00
5101 Office Supplies	1,884	1,884	1,906	3,866	1,310	2,500	2,550.00
5102 Special Department Supplies	7,435	7,435	6,639	5,502	3,020	5,400	5,508.00
5103 Postage	1,581	1,581	1,131	1,304	2,593	2,600	3,961.00
5104 Printing - Forms	2,624	2,624	2,151	1,920	916	2,000	3,010.00
5105 Advertising	237	238	437	221	237	500	510.00
5106 Promotional	162	161	90	0			0.00
5107 Memorial Park Fund			244		110	0	
5108 Streets	7,093	7,092	24,970	39,031	5,508	17,000	17,340.00
5109 Chemicals	47,611	47,611	58,086	43,300	35,279	43,300	54,000.00
5110 Accounting	406	405		0			0.00
5112 Legal	1,383	1,382	225	3,750	465	500	510.00
5115 Contract/Professional Services	27,764	27,764	62,910	63,276	53,824	73,583	61,897.91
5119 Safety Supplies & Equipment	2,281	2,281	2,673	8,500	4,864	5,000	5,100.00
5120 Telephone - Pagers	7,427	7,427	10,005	7,850	6,472	8,000	8,160.00
5122 Training - Conference	1,312	1,312	2,877	2,700	1,760	2,700	2,754.00
5123 Automobile - Transportation	296	297	579	650	3,849	650	663.00
5125 Publications - Books	51	52	101	320	91	300	306.00
5126 Dues & Memberships	1,093	1,093	1,677	1,350	1,680	1,500	2,500.00
5128 Employee Relations	664	664	52	356	63	100	102.00
5129 Meeting	10	11	2	0			0.00
5130 Rents - Leases	1,742	1,742	1,883	3,881	1,913	3,000	3,060.00
5135 Maintenance - Repair	30,555	30,556	53,966	44,054	32,860	32,500	37,000.00

Budget Worksheet by Department
March 31, 2012

	<u>FY 09-10</u>	<u>FY 09-10</u>	<u>FY 10-11</u>	<u>FY 10-11</u>	<u>FY 11-12</u>	<u>FY 11-12</u>	<u>FY 12-13</u>
<u>Public Works</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Y-T-D Actual</u>	<u>Budget</u>	<u>Proposed</u>
<u>Expenditures</u>							
5136 Parks Maintenance & Repair					958	0	1,000.00
5138 Office Equipment - P.W.	1,958	1,958	3,065	764	150	2,500	2,550.00
5139 Equipment	4,023	4,023	391	11,018	9,019	5,000	5,100.00
5141 General Liability Insurance	0	0	682	0	12,230	18,668	18,668.00
5142 Automobile Insurance	0	0	35	0			0.00
5143 Property Insurance					2,396	3,231	3,231.00
5144 Public Official Liability Ins					1,288	1,795	1,795.00
5150 Electricity	101,632	101,632	124,079	82,000	107,371	95,000	134,213.00
5151 Natural Gas	4,244	4,245	6,600	7,240	3,886	5,000	10,100.00
5154 Garbage	325	325	216	2,159	2,925	500	6,160.00
5162 Medical	767	767	162	3,666	266	1,000	1,020.00
5164 Regulatory Fees	22,379	22,380	19,510	22,000	21,112	22,000	27,440.00
5165 Property Tax Assessment	0	1	0	100	0	101	102.00
5171 Computer Software	607	608	1,947	862	566	2,000	2,040.00
5172 Computer Training	0	0	0	30			0.00
5173 Computer Maintenance - Support	594	595	965	1,563	460	1,200	1,224.00
5174 Web Design Services	0	0	141	0	442	0	0.00
5175 Community Promotions	71	70	35	3,036	53	0	0.00
5212 Gas & Oil	13,049	13,050	12,939	17,341	13,388	12,000	16,735.00
5213 Vehicle Repair	4,379	4,380	4,761	8,385	4,469	6,000	6,120.00
5215 Public Works - Small Tools	7,227	7,227	6,434	10,030	2,311	5,000	5,400.00
5225 Public Works - Lab Testing	19,121	19,122	16,896	18,150	30,338	20,000	26,500.00
5227 Public Works - Equip. Repair	4,020	4,021	5,748	11,228	4,708	6,000	6,120.00
5229 Public Works - Equip. Rental	903	902		3,900	244	2,000	2,040.00
5410 Interest Expense	16,590	16,590	2	0			0.00
5430 Fines/Penalties					6	0	
5514 Engineering	630	630		9,375	0	5,000	3,400.00
5520 Improvements	4,734	4,734	4,320	20,892	1,380	7,000	7,140.00
5700 Depreciation	0	0		0			0.00
5705 Depreciation - Mach & Equip	0	0		0			0.00
5710 Depreciation - Infrastructure	0	0		0			0.00
6000 Fixed Asset - Equipment	79,690	79,689		0			0.00
6400 Fixed Asset - Vehicles	5,065	5,064	945	0	517	0	0.00
6500 Fixed Asset- Infrastructure	5,484	5,484		0			0.00

Budget Worksheet by Department
March 31, 2012

	<u>FY 09-10</u> <u>Actual</u>	<u>FY 09-10</u> <u>Budget</u>	<u>FY 10-11</u> <u>Actual</u>	<u>FY 10-11</u> <u>Budget</u>	<u>FY 11-12</u> <u>Y-T-D Actual</u>	<u>FY 11-12</u> <u>Budget</u>	<u>FY 12-13</u> <u>Proposed</u>
<u>Public Works</u>							
<u>Expenditures</u>							
6600 Fixed Asset- Land Improvements					237	0	
Total Expenditures	<u>1,171,706</u>	<u>1,185,291</u>	<u>838,323</u>	<u>945,706</u>	<u>683,909</u>	<u>823,765</u>	<u>865,330.52</u>

Budget Worksheet by Department
March 31, 2012

	<u>FY 09-10</u>	<u>FY 09-10</u>	<u>FY 10-11</u>	<u>FY 10-11</u>	<u>FY 11-12</u>	<u>FY 11-12</u>	<u>FY 12-13</u>
<u>Planning</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Y-T-D Actual</u>	<u>Budget</u>	<u>Proposed</u>
<u>Expenditures</u>							
5000 Full Time Salaries	10,062	10,062	31,593	10,026	64,794	84,882	92,032.48
5030 Overtime Salaries	905	905	419	501			0.00
5035 Benefit - ICM/MA City 457	805	805	3,462	802	7,666	8,590	11,043.90
5040 Benefit - Health Insurance	4,162	4,162	5,928	4,541	5,527	8,276	8,730.35
5042 Benefit - Life Insurance	24	24	129	24	196	135	276.00
5044 Benefit - Dental/Vision Insur	342	342	318	368	191	368	339.00
5045 Worker Comp Ins - Planning	363	363	1,375	182	461	546	1,674.99
5050 FICA	822	822	2,726	805	5,714	6,493	7,040.48
5055 Unemployment Insurance	84	84	542	336	543	849	920.32
5081 Compensated Absences Payable			-126				0.00
5101 Office Supplies	474	474	457	200	503	500	510.00
5102 Special Department Supplies	207	208	170	250	259	250	300.00
5103 Postage	649	649	467	150	152	150	1,000.00
5104 Printing - Forms	309	309	575	200	705	1,000	1,020.00
5105 Advertising	0	0	20	0			0.00
5106 Promotional	50	50		0			0.00
5110 Accounting	49	49		0			0.00
5112 Legal	2,632	2,632	6,911	1,000	4,063	5,000	5,100.00
5115 Contract/Professional Services	1,969	1,969		0	50		0.00
5120 Telephone - Pagers	101	101	336	150	763	810	826.20
5122 Training - Conference	78	78	170	0	919	1,500	1,950.00
5123 Automobile - Transportation	215	215	518	100	419	500	510.00
5125 Publications - Books	6	6	380	0	44	500	510.00
5126 Dues & Memberships	64	64	153	100	4	100	102.00
5128 Employee Relations	76	76	8	100	11	100	102.00
5129 Meeting	0	0	0	0			0.00
5130 Rents - Leases	333	333	384	350	510	350	700.00
5135 Maintenance - Repair	28	28	60	300	679	300	700.00
5138 Office Equipment	52	52		0			0.00
5141 General Liability Insurance			124		2,214	3,380	3,380.00
5143 Property Insurance					434	585	585.00
5144 Public Official Liability Ins					233	325	325.00
5150 Electricity	292	292	323	300	449	300	560.00
5151 Natural Gas	47	47	41	45	57	45	90.00

Budget Worksheet by Department
March 31, 2012

<u>Planning</u>	<u>FY 09-10</u> <u>Actual</u>	<u>FY 09-10</u> <u>Budget</u>	<u>FY 10-11</u> <u>Actual</u>	<u>FY 10-11</u> <u>Budget</u>	<u>FY 11-12</u> <u>Y-T-D Actual</u>	<u>FY 11-12</u> <u>Budget</u>	<u>FY 12-13</u> <u>Proposed</u>
<u>Expenditures</u>							
5154 Garbage	0	0	8	0			0.00
5164 Regulatory Fees	6	6	2,121	0			0.00
5166 LAFCO Fees	0	0		0	0	300	1,700.00
5171 Computer Software	13	13	23	50	36	100	102.00
5173 Computer Maintenance - Support	78	78	68	100	0	100	102.00
5174 Web Design Services	0	0	213	0	80	500	510.00
5175 Community Promotions	9	9	4	0	10	0	0.00
5512 Planning	61,444	61,444	44,377	20,000	0	10,000	10,200.00
5514 Engineering	0	0	4,682	0	95	0	0.00
5520 Improvements	15	15	28	0	43	0	0.00
6600 Fixed Asset- Land Improvements							0.00
Total Expenditures	83,153	83,160	108,987	40,980	97,824	136,834	152,941.73

Budget Worksheet by Department
March 31, 2012

<u>Building</u>	<u>FY 09-10</u> <u>Actual</u>	<u>FY 09-10</u> <u>Budget</u>	<u>FY 10-11</u> <u>Actual</u>	<u>FY 10-11</u> <u>Budget</u>	<u>FY 11-12</u> <u>Y-T-D Actual</u>	<u>FY 11-12</u> <u>Budget</u>	<u>FY 12-13</u> <u>Proposed</u>
Expenditures							
5000 Full Time Salaries	10,062	10,063	13,165	10,026	10,934	13,811	14,363.44
5030 Overtime Salaries	905	905	419	501			0.00
5035 Benefit - ICMA City 457	805	805	1,106	802	1,280	1,105	1,381.10
5040 Benefit - Health Insurance	4,162	4,162	4,928	4,541	2,932	4,976	5,190.35
5042 Benefit - Life Insurance	24	25	31	24	29	39	24.00
5044 Benefit - Dental/Vision Insur	342	342	318	368	191	369	339.57
5045 Worker Compensation Insurance	363	363	450	182	182	251	512.77
5050 FICA	822	823	1,044	805	863	1,057	1,098.80
5055 Unemployment Insurance	84	84	109	336	109	138	143.63
5101 Office Supplies	97	97	246	75	27	75	77
5102 Special Department Supplies	201	201	84	225	26	225	230
5103 Postage	18	18	16	100	-8	100	102
5104 Printing - Forms	276	276	132	125	64	125	128
5106 Promotional	30	30	20	0			0
5110 Accounting	49	49		0			0
5112 Legal	0	0	0	1,000			0
5115 Contract/Professional Services	28,157	28,157	24,886	29,600	9,815	29,600	30,192
5120 Telephone - Pagers	101	101	105	125	21	125	128
5122 Training - Conference	78	78		0	2	0	0
5123 Automobile - Transportation	42	42		0			0
5125 Publications - Books	6	6	7	1,500	0	1,500	1,530
5126 Dues & Memberships	146	146	96	100	1	100	102
5128 Employee Relations	76	76	8	0	2	0	0
5129 Meeting	0	0		0			0
5130 Rents - Leases	360	360	453	300	224	300	306
5131 Records Maintenance	19	19		0			0
5135 Maintenance - Repair	28	28	60	50	13	50	51
5138 Office Equipment	52	52		0			0
5141 General Liability Insurance			25				
5143 Property Insurance					443	676	676
5144 Public Official Liability Ins					87	117	117
5150 Electricity	292	292	323	245	47	175	179
5151 Natural Gas	47	47	41	45	0	25	26
5154 Garbage	0	0	8	0	11	45	46
5164 Regulatory Fees	6	6	7	0			0
5167 Seismic Fees	299	299	147	175	47	175	179
5171 Computer Software	12	12	23	25	0	25	26
5173 Computer Maintenance - Support	78	78	20	100	0	100	102
5174 Web Design Services					16	0	

Budget Worksheet by Department
March 31, 2012

<u>Building</u>	<u>FY 09-10</u> <u>Actual</u>	<u>FY 09-10</u> <u>Budget</u>	<u>FY 10-11</u> <u>Actual</u>	<u>FY 10-11</u> <u>Budget</u>	<u>FY 11-12</u> <u>Y-T-D Actual</u>	<u>FY 11-12</u> <u>Budget</u>	<u>FY 12-13</u> <u>Proposed</u>
<u>Expenditures</u>							
5175 Community Promotions	9	9	4	0	2	0	0
5520 Improvements	15	15	26	0	19	0	0
6600 Fixed Asset Land Improvements					9	0	0
Total Expenditures	48,063	48,066	48,307	51,375	27,478	55,394	57,357.47

Budget Worksheet by Department
March 31, 2012

<u>City Council</u>	<u>FY 09-10</u> <u>Actual</u>	<u>FY 09-10</u> <u>Budget</u>	<u>FY 10-11</u> <u>Actual</u>	<u>FY 10-11</u> <u>Budget</u>	<u>FY 11-12</u> <u>Y-T-D Actual</u>	<u>FY 11-12</u> <u>Budget</u>	<u>FY 12-13</u> <u>Proposed</u>
<u>Expenditures</u>							
5102 Special Department Supplies	0	0		0	110		0.00
5104 Printing - Forms	0	0	60	0	63		0.00
5112 Legal	375	374	105	1,000		500	510.00
5126 Dues & Memberships	2,344	2,344		0			0.00
5129 Meeting					7		
5174 Web Design Services	0	0	50	0			0.00
5540 Mayor Woodall	537	537	341	720	29	720	734.40
5541 Council Member Leonard	0	0	122	0	293	720	734.40
5560 Council Member Marks	844	844	262	720	58	720	734.40
5561 Council Member Dunker	1,671	1,671	40	720			0.00
5562 Council Member Barsanti	7	8	0	720		720	0.00
5563 Council Member Thompson	644	646	445	720	416	720	734.40
5564 Council Member Wilson						720	734.40
Total Expenditures	6,422	6,424	1,425	4,600	976	4,820	4,182.00

**RIO DELL CITY COUNCIL
REGULAR MEETING
MAY 1, 2012
MINUTES**

The Regular Meeting of the Rio Dell City Council was called to order at 5:30 p.m. by Mayor Woodall.

ROLL CALL: Present: (Closed Session- 5:30 p.m.) Mayor Woodall, Councilmembers Marks Thompson and Wilson, City Manager Henrickson, City Attorney Russ Gans

Absent: Councilmember Leonard

(Regular Meeting – 6:30 p.m.) Mayor Woodall, Councilmembers Leonard, Marks Thompson and Wilson, City Manager Henrickson, Chief of Police Hill, Finance Director Beauchaine, Wastewater Superintendent Chicora, and City Clerk Dunham

Absent: Water Superintendent Jensen and Community Development Director Caldwell (excused)

ANNOUNCEMENT IN OPEN SESSION OF ITEMS TO BE DISCUSSED IN CLOSED SESSION AS FOLLOWS:

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:

Pursuant to Government Code Section 54956.9(a) Name of Case:

Steven and Sharon Wolff v. City of Rio Dell, Humboldt Superior Court Case No. CV120162

Mayor Woodall announced the Council would be adjourning to closed session to discuss the above matters and asked for public comment. There being no public comment, the Council adjourned to closed session at 5:30 p.m. The closed session ended at 5:55 p.m.

The Council reconvened into open session at 6:30 p.m.

ORAL ANNOUNCEMENTS

Mayor Woodall announced the Council took action in closed session by a vote of 4-0 to direct the City Attorney to notify persons affected by the potential May 15, 2012 Council waiver of attorney-client privilege and work product doctrine, and subsequent release of a redacted investigative summary report sought by the pending Petition to Compel Disclosure of Records pursuant to the California Public Records Act. The four Council members voting affirmatively were Marks, Thompson, Wilson and Woodall. Councilmember Leonard recused himself and was not present for the closed session meeting on this item.

PUBLIC PRESENTATIONS

None

CONSENT CALENDAR

Motion was made by Leonard/Thompson to approve the consent calendar including approval of minutes of the April 10, 2012 Special Meeting; approval of minutes of the April 17, 2012 Regular Meeting; approval of minutes of the April 19, 2012 Special Meeting; approval of the E-Waste Collection Event and authorizing the City Manager to execute all necessary agreements; approval of Progress Pay Request No. 2 to Wahlund Construction, Inc./Sequoia Construction Specialties in the amount of \$266,736.66 for work related to the Wastewater Treatment Plant Upgrade and Disposal Project; and approval of Resolution No. 1152-2012 affirming change in employee Dental/Vision Plan. Motion carried 5-0.

SPECIAL CALL ITEMS/COMMUNITY AFFAIRS

Receive Bid Results for Portable Pipeline Inspection Camera System

City Manager Henrickson stated this item is being presented as a receive and file item and that staff will be coming back to the Council at the May 15, 2012 regular meeting with a recommendation and request for authorization for purchase of the equipment.

Approve Design for Wildwood Avenue Streetscape Project

City Manager Henrickson stated this is approximately the 10th meeting held regarding the Wildwood Avenue Streetscape Project. He presented a draft design prepared by GHD Engineering showing property lines and a proposed streetscape design based on Council direction provided to staff at their April 17, 2012 regular meeting.

A public hearing was opened at 6:40 p.m. to receive public comment on the proposed project.

A community member present asked what would be put in the grassy areas; City Manager Henrickson said the plan is to plant some columnar trees and ground cover and stated that staff was working with Miller Farms on a landscape design which will be brought back to the Council for approval at a subsequent meeting.

Lorne Julien commented that the proposed design shows the curb going out into the turn lane and said it doesn't match with what is already there and increases the cost of the project substantially. He said it will also make it more difficult to hold special events in the street. He said he would like to see it a little more open as far as the curb and would also like to see the ends of the islands with 6 foot of concrete to reduce maintenance costs and ensure safety of the lawn maintenance workers.

MAY 1, 2012 MINUTES

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Councilmember Thompson asked about the location of the clock; City Manager Henrickson said it was not included in the proposed design as submitted but if the Council wished, he could bring it back with the landscaping plan.

Councilmember Marks asked if the grant would cover the cost of the project as proposed; City Manager Henrickson said he was uncertain until the actual cost estimate is done.

Carol Theuriet asked for the amount of the grant; Finance Director Beauchaine stated the grant amount is \$583,000.

There being no further public comment, the public hearing closed.

Motion was made by Thompson/Leonard to direct the City Manager to prepare bid specifications for the Wildwood Avenue Streetscape Project based on the design as presented. Motion carried 5-0.

ORDINANCES/SPECIAL RESOLUTIONS

Conduct Second Reading (by title only) and Approve Ordinance No. 287-2012 Animal Care and Control Ordinance

Chief of Police Hill provided a staff report and said the only revision to the content of the ordinance was in regard to the insurance certificate requirement related to a nuisance dog hearing; he stated that as recommended by the City Attorney, the amount of coverage was increased from \$100,000 to \$1,000,000.

A public hearing was opened to receive public input on the proposed ordinance. There being no public comment, the public hearing closed.

Motion was made by Leonard/Marks to conduct the second reading (by title only) and approve Ordinance No. 287-2012 *Animal Care and Control Ordinance*. Motion carried 5-0.

Approve Resolution No. 1145-2012 Establishing Animal Control Fees

Chief Hill stated the Animal Control Ordinance requires that the associated fees be set by resolution. As a result, the draft resolution was prepared, and reviewed by the City Attorney with no recommended changes.

Motion was made by Leonard/Marks to approve Resolution No. 1145-2012 *Establishing Animal Control Fees within the City of Rio Dell as they Pertain to Rio Dell City Ordinance No. 287-2012*. Motion carried 5-0.

REPORTS/STAFF COMMUNICATIONS

Finance Director Beauchaine reported on recent activities in the finance department and stated the open recruitment for the temporary position in the finance department was scheduled to close on Friday.

COUNCIL REPORTS/COMMUNICATIONS

Councilmember Thompson stated that he had spoken to Bill Bertain who informed him that Nick Angeloff was in Washington, D.C. lobbying for support of a Northern California East/West Rail Feasibility Study and asked for Council consensus to direct the City Manager to send a letter in support of such a study. Consensus of the Council was that the City Manager sends the letter.

Mayor Woodall announced the City had sent out a flyer to all Rio Dell residents related to Measure X and the proposed street improvements and encouraged citizens to read it.

Mayor Woodall called for a 5 minutes recess at 6:50 p.m.

The Council reconvened at 6:55 p.m.

STUDY SESSIONS/PUBLIC HEARINGS

Fiscal Year 2012-2013 Budget Study Session

City Manager Henrickson stated this is the first Budget Study Session for review of the FY 2012-2013 Draft Budget and said it would be presented with more detail at the next meeting.

Finance Director Beauchaine said this evening she would be providing a review of the expenditure budgets for each department and said the proposed 2012-2013 total Operations Budget as presented allows a surplus in the amount of \$137,713.

She began with review of each of the department budgets and highlighted any significant changes from the prior year. She said the only notable change in the City Manager's budget was related to the increase in legal expenses. Councilmember Wilson suggested the line item for legal expense be increased even more to cover existing litigation. City Manager Henrickson pointed out that part of that expense will come out of the current year budget, so the budgeted amount for next year was probably sufficient.

Councilmember Thompson questioned the increase in *Contract/Professional Services (5115)* in the City Manager's department from \$2,708 to \$4,270; Finance Director Beauchaine explained the \$2,708 actual for the current year only represented expenses through the 3rd quarter.

Moving on to the Finance Department, Finance Director Beauchaine noted that the Budget reflected four full-time positions, with the retiring Fiscal Assistant II position to be filled with an employee from another department. She stated that as the result of hiring a new auditor,

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Page 5

there will be a reduction of \$10,000-\$12,000 under line item *Accounting (5110)* which will be reflected in the next draft budget presented.

Councilmember Wilson questioned the increase in salaries in the finance department; Finance Director Beauchaine explained the increase includes the projected 4% increase; annual step increases; and the difference in salaries between the current Fiscal Assistant II and the employee who will be filling that position.

Councilmember Wilson asked if there would be a savings shown in salaries in another department as a result of the transfer of positions, and said he would like to see more detail provided. Finance Director stated the savings would be reflected in the public works department budget.

Councilmember Thompson questioned the expense for *Bank Fees (5116)*; Finance Director Beauchaine explained the bank charges for various services such as a fee for each check deposited and for change. She said staff was in the process of doing a comparison of those fees and charges with other banks to see if that expense could be reduced.

Councilmember Marks had questions regarding formatting of the budget and the Accufund Budget module, and asked why the actuals from the 2011-2012 budget were not reflected in the report. Finance Director Beauchaine explained the process for importing data from excel spreadsheets and said her goal is to get the Accufund software implemented. Councilmember Wilson suggested it be a priority so that going forward with the budget process won't be a problem.

Moving on to the Police Department, Finance Director Beauchaine noted there were several line item expenses reduced based on actual year-to-date expenses.

Councilmember Thompson pointed out an error under the line item of *Computer Software (5171)* which showed a negative \$5,000; Finance Director Beauchaine said it should actually reflect an expense of \$1,000.

In the Public Works Department, it was noted that additional expense was budgeted for chemicals due to discontinuance of some of the current chemicals resulting in increased costs as well as an increase for lab expenses.

Discussion continued regarding *Small Tools (5215)* and Councilmember Thompson stated in 2009/2010, all of the public works vehicles were equipped with new tools and asked what would be purchased under this line item in the current budget; City Manager Henrickson said the plan is to replace some of the old outdated tools and equipment. Finance Director Beauchaine noted that basically anything under \$5,000 is considered a small tool.

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Councilmember Wilson commented on the increase expense for *Gas & Electricity* and said he couldn't see there being that great of an increase in PG&E rates. Finance Director Beauchaine stated the bills have increased significantly for no particular reason other than the additional cost of natural gas to operate the sludge dryer. City Manager Henrickson stated staff will review the monthly PG&E bills.

Councilmember Wilson questioned the potential repairs to Blue Slide Road; City Manager Henrickson said that expense can be addressed at the next budget study session.

Finance Director Beauchaine reported the only significant increase in the Planning Department was for *Training & Conferences (5122)*, and reported there were only minor adjustments made in the Building Department.

Councilmember Thompson said he would like to see a summary page by department with totals; Finance Director Beauchaine agreed to provide that information at the next meeting.

In closing, City Manager Henrickson stated staff would be coming back to the Council for further review of the budget on May 15th and if needed, will bring it back for adoption at a Special Meeting on May 29th along with adoption of Employee Contracts and the new Employee Handbook.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 7:52 p.m. to the May 15, 2012 regular meeting.

Attest:

Julie Woodall, Mayor

Karen Dunham, City Clerk

675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532



To: Mayor and Rio Dell City Council
Through: Ron Henrickson, City Manager *YH*
From: Rick Chicora, Wastewater Superintendent *RC*
Date: May 8, 2012
Subject: Repair kits and Manhole Inserts

Recommendation

It is recommended that the City Manager authorize the purchase of 52 sewer line repair kits and 30 Manhole Inserts for \$23,000.

Budgetary Impact

The costs for this project will be taken out of Wastewater Reserves.

Discussion

As you are aware, the City purchased a Pipe Patch repair kit last fall. Part of this purchase will enable staff to keep a supply of repair kits for the pipe patch kit, in stock for a year. The manhole inserts will be installed in manholes that are allowing water to enter through the holes in the lids due to being lower in the street. These inserts catch the water just under the lid and prevent it from entering the system. The City could not get different bids for this purchase because 3T Equipment is the sole supplier in California for the patch kits.

This request will enable us to help reduce the City's inflow and infiltration problem.

Attachments:

1. 3T Proposal.

**3T EQUIPMENT COMPANY, INC.**

SAFETY, PIPE INSPECTION AND SEWER MAINTENANCE
EQUIPMENT FOR THE PROFESSIONAL

4/24/12

CITY OF RIO DELL
DEPARTMENT OF PUBLIC WORKS
675 WILDWOOD
RIO DELL, CA 95563

ATTN: MR. RICK CHICORA

SUBJECT: PIPE PATCH REPAIR KITS AND PARSON MANHOLE INSERTS

RICK,

WE ARE PLEASED TO SUBMIT FOR YOUR CONSIDERATION PRICES FOR THE ABOVE SUBJECT PARTS

1. PIPE PATCH REPAIR KITS FPP-6S - 6" X 24" KITS \$360.00 EACH X 40 = \$14,400.00
2. PIPE PATCH REPAIR KITS FPP-6S - 8" X 24" KITS \$420.00 EACH X 12 = \$ 5,040.00
3. PARSON MANHOLE INSERTS UP TO 29" 30EA X \$46.00 = \$1,380.00

ALL PRICES INCLUDE FREIGHT ADD SALES TAX

IF YOU HAVE ANY QUESTIONS OR NEED ADDITIONAL INFORMATION PLEASE FEEL FREE IN CONTACTING
ME AT 1-707-799-5997

SINCERELY,

A handwritten signature in black ink, appearing to read 'Tim Kennedy', is written over the word 'SINCERELY' and the printed name 'TIM KENNEDY'.

TIM KENNEDY

23000
20820
0

675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532



To: Honorable City Council

Through: Ron Henrickson, City Manager *RH*

From: Carla Ralston, Public Works Admin. *CR*

Date: May 15, 2012

Subject: City Hall ADA Ramp and Entrance

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve the costs associated with rebuilding City Hall's entrance ramp, the lobby entrance door, and installation of new signage in the parking lot, in an amount not to exceed \$3500.00.

BACKGROUND AND DISCUSSION

The entrance ramp to city hall is not currently ADA approved. Staff has consulted with knowledgeable people in ADA compliance and has come up with a plan to retrofit the existing ramp, door, and parking lot signage to meet ADA requirements.

An RFQ (attached) for the supports, decking and rails was given to three different vendors. The lowest response was provided by Valley Lumber and Millwork for the amount of \$1455.91.

The estimate to remove, replace, and dispose of our current non-compliant door with new ADA approved doors from Redwood Glass and Windows is \$1682.50.

Lastly, 5 signs are needed for two parking stalls; 1 main sign \$26.00, 2 van accessible signs \$9.00 ea. and 2 minimum \$250.00 fine signs at 9.00 ea. for a total of \$62.00.

BUDGETARY IMPACT

We are anticipating approximately \$3200.00 in expenses for costs associated with this project to be dispersed between the City's major operating funds.

ATTACHMENTS

- RFQ for the supports, decking and rails and the 3 responses.
- Quote from Redwood Glass and Windows.
- ADA signage requirements and quote for needed signs.

675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532
FAX 764-5480

City of Rio Dell

FAX

To: Valley Lumber

From: Carla Ralston, P.W. Admin. Assistant

*Thanks
Carla*

Fax: 786-4062

Pages: Cover +1

Phone: 786-4011

Date: 03-12-2012

Re:

CC:

We are in need of changing the way our ADA access at Rio Dell City Hall is designed. Below is a list of materials we would like you to quote us on. I would like all the support structure materials to be from pressure treated fir and the decking (currently 2x4's lined up sideways?) to be cedar. Please call me with any questions. Thanks for all the help

Ramp Platform (by CM office)

455' - 2x4 38' - 4x6 15' - 2x8 4 pier blocks 4 anchor bolts

Police Dept. Door Entry way

455' - 2x4 56' - 4x6 23' - 2x8 6 pier blocks 4 anchor bolts

Walkway from Police Dept. to City Hall offices

825' - 2x4 90' - 4x6 25' - 2x8 13 anchor bolts 4 pier blocks

1. 1760' - 2x4
2. 184' - 4x6
3. 63' - 2x8
4. 21 anchor bolts
5. 12 pier blocks
6. 25' - Top Railing
7. 200' - 1" x 1" pickets

Totals

PROPOSAL



Valley Lumber & Millwork

657 Shaw Avenue • P.O. Box 517
Ferndale, California 95536
707-786-4011 • Fax 707-786-4062

PROPOSAL SUBMITTED TO CITY OF RIO DEL	PHONE 764-3532	DATE 3-13-12
STREET	JOB NAME	
CITY, STATE, ZIP	JOB LOCATION	
PRICES GOOD THRU	P.O.#	JOB PHONE

1760' 2x4 PT. \$817.79 - CEDAR \$1759.99

PT Decking \$1354.03

184' 4x6 PT \$345.18 FIR

63' 2x8 PT \$69.72 FIR

21 ANCHORS? 5/8x10 \$17.85

12 PIER BLOCKS \$102.00

25' TOP RAIL 4x4 - CONCRETE RAIL \$69.07 CEDAR \$77.13

200' 1x1 - CEDAR \$34.30

Thanks

Troy

Totals \$1455.91

Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to order the above product as specified. Payment will be made as outlined.

Signature _____

Date of acceptance: _____

Signature _____

FORBUSCO LUMBER

WEST END OF SMITH LANE
TELEPHONE 725-5111
FAX 725-3413
POST OFFICE BOX 866
FORTUNA, CA 95540

Quote No. _____
Page 1 of 1
Date 03/14/12
Job _____
Prices firm for 10 days, FOB Forbusco

Contractor City of Rio Dell
Address _____
City _____

PCS	SIZE	LEN.	DESCRIPTION	LOAD	INV.	BD. FT.	AMOUNT
			<i>Ramp Platform</i>				
	2X4	455'	Western Red Cedar Select Tight Knot Green				<i>Ramp</i>
	4X6	38'	PT Fir Sub 2/20'				<i>599.00</i>
	2X8	15'	PT Fir Sub 1/16'				
	4		<i>Piers</i>				
	4		<i>5/8 x 10" Anchor Bolts</i>				
			<i>Police Dept. Door Entryway</i>				
	2X4	455'	WRC STK Green CEDER				<i>P.D.</i>
	4X6	56'	PT Fir Sub 3/20'				
	2X8	23'	PT Fir Sub 2/16'				<i>659.00</i>
	6		<i>Piers</i>				
	4		<i>5/8 x 10" Anchor Bolts</i>				
			<i>Walkway From Police Dept. to City Hall Offices</i>				<i>P.D. to C.H. BRIDGE</i>
	2X4	825'	WRC STK Green CEDER				
	4X6	90'	PT Fir Sub 4/20' 1/16'				<i>1115.00</i>
	2X8	25'	PT Fir Sub 2/16'				
	4		<i>Piers</i>				
	13		<i>5/8 x 10" Anchor Bolts</i>				

NO RETURN OF MATERIALS WITHOUT PRIOR AUTHORIZATION.

I ☐ do ☐ do not authorize you to leave materials at the job site if no one is there to sign.

Owner's Name _____

Mailing Address _____

Lender's Name _____

Mailing Address _____

PRELIMINARY 20 DAY NOTICE

TO: The above named contractor, owner and/or construction lender

Forbusco Lumber Company of the above address, has or will furnish the above listed materials, services, labor or equipment for the use in contributing to the work of improvement on that real property in the County of _____ located at the location designated above under "Job Address." The name(s) and the person(s) who are contracted for the purchase of the materials, services, labor or equipment listed above is/are the person(s) who are named above under the heading of Contractor.

An estimate of the total price of the above materials, services, labor or equipment is that figure listed last in the column listed above under the heading of "Amount." If bills are not paid in full for materials, services, labor or equipment furnished or to be furnished, the improved property may be subject to mechanic's liens or stop notices.

FORBUSCO

By _____

ACCEPTED BY

X

DATE

1 of 1

PIERSON BUILDING CENTER

Humboldt County's Home Center

4100 Broadway - Eureka, CA 95503

Lumber Yard (707) 441-2708 - Main Store (707) 441-2700

FAX (707) 268-5432

QUOTE FORM

Customer Name Carla Ralston Date 3-13-12
 Address _____ Phone 764-3532
 Notes _____ FAX 764-5480

	Lin. Ft.	Pcs.	SKU	Description	Retail \$	Cost	Per	Extension
1	1760'		14637	2x4 Pt	.62			1091 20
2	184'		14656	4x6 Pt	2.39			439 76
3	63'		100126	2x8 cedar	1.59			100 17
4		14	15703	Pierblock S	3.99			55 86
5		50	100118	2x2x48" cedar	1.89			94 50
6		21	226180	5/8" x 12" Anchor bolts	2.10			44 10
7	26'		100115	4x4 Cedar 3/8" 1/10"	3.39			88 14
8				(TOP RAILING)				
9								
10							SUB	1913 73
11							TAX	153 10
12							TOTAL	\$2066 83
13								
14								
15								

Salesperson BU *Thank you!*
 Department Lumber

Page Total	1913	73
Tax	138	24
Quote Total	\$1866	18

Customer Acceptance _____ Date _____

Pierson Building Center will provide said material for the sum shown above. Quote is performed as a courtesy. Pierson Building Center is not responsible for any errors in arithmetic. Seller assigns to purchaser all rights and remedies under manufacturer's express and implied warranties, but otherwise excludes all liability for warranty damages. Seller will not be liable for any incidental or consequential damages resulting from the sale of use of any goods sold, serviced or reconditioned, whether arising from breach of warranty, non-conformity to ordered specifications, delay in delivery, or any other loss sustained or claimed to be sustained by the buyer or any other party claiming a sustained loss. Stock items returned in good sellable condition and accompanied by invoice will be credited. Special order items will be charged no less than a 25% restocking fee.

Redwood Glass & Windows
357 Main Street #D
Fortuna, CA 95540
(707) 726-7900 fax (707) 726-7909

FACSIMILE TRANSMITTAL SHEET

TO: Carla FROM: John
COMPANY: City of Rio Dell DATE: 2/15/12
FAX NUMBER: TOTAL NO. OF PAGES INCLUDING COVER:
PHONE NUMBER:
RE: Doors
☐ URGENT ☐ FOR REVIEW ☐ PLEASE COMMENT ☐ PLEASE REPLY ☐ PLEASE RECYCLE

NOTES/COMMENTS:

Total to remove and replace two door
with new that will meet All ADA Req

OPPT 1) Standard Calif pkg 36 x 84
\$2695⁰⁰

OPPT 2) Custom size 36 x 80 1/4
\$3290

I forgot to add to demo existing
doors. please add 75 to each door (150
total) to each price to remove old doors

GENERAL REQUIREMENTS

Parking Stall Signage Requirements

Accessibility Signage:

- 1 Each parking space for persons with disabilities shall be identified by a reflectorized sign permanently posted adjacent to and visible from each stall or space, consisting of the International Symbol of Accessibility in white on dark blue background. Fig. 1 (CA T24 1129B.4) (ADA 4.6.4)
- 1 The sign shall be minimum of **70 sq. inches** in area min. (CA T24 1129B.4)
- 1 When in a path of travel, sign shall be posted at a height of **80"** min. from the bottom of the sign to the finished grade. Fig. 1 (CA T24 1129B.4) (ADA 4.6.4)
- 1 Wall Mounted Signage: When posted, sign may be centered on the wall at the interior end of the parking space Fig. 2 (CA T24 1129B.4)
- 1 An additional sign or additional language below the symbol sign of accessibility shall state **"Minimum Fine \$250"** (CA T24 1129B.4)
- 1 **Van-Accessible Signage:** Each van-accessible parking space shall have an additional sign or additional language that states **"VAN-ACCESSIBLE"** placed below the accessibility sign. Fig. 3 (CA T24 1129B.4.2) (ADA 4.1.2(5)(B), 4.6.4)
- 1 Signs identifying accessible parking spaces shall be located so they cannot be obscured by a vehicle parked in the space. (CA T24 1129B.4) (ADA 4.6.4)
- 1 **Street Surface Signage:** The surface of each accessible parking stall or space must have a surface identification duplicating either of the following schemes:
 - (a) By outlining or painting the stall or space in blue and outlining on the ground in the stall or space in white or suitable contrasting color a profile view depicting a wheelchair with occupant; **OR**
 - (b) By outlining a profile view of a wheelchair with occupant in white on blue background.

The profile view shall be located so that it is visible to a traffic enforcement officer when a vehicle is properly parked in the space and shall be **36"** by **36"**. Fig. 5 (CA T24 1129B.4.1 & 2)

Unauthorized Parking Signage

- 1 An additional sign shall be posted in a conspicuous place at entrances to off-street parking facilities, or adjacent to and visible from each space.
- 1 The sign shall be **17"** by **22"** min. in size with lettering **1"** min. high lettering stating:
 - "Unauthorized vehicles parked in designated accessible spaces not displaying distinguishing placards or special license plates issued for persons with disabilities will be towed away at owner's expense. Towed vehicles may be reclaimed at _____ or by telephoning _____."
 - Blank spaces are to be filled in with appropriate information as a permanent part of the sign. Fig. 4

(CA T24 1129B.4)

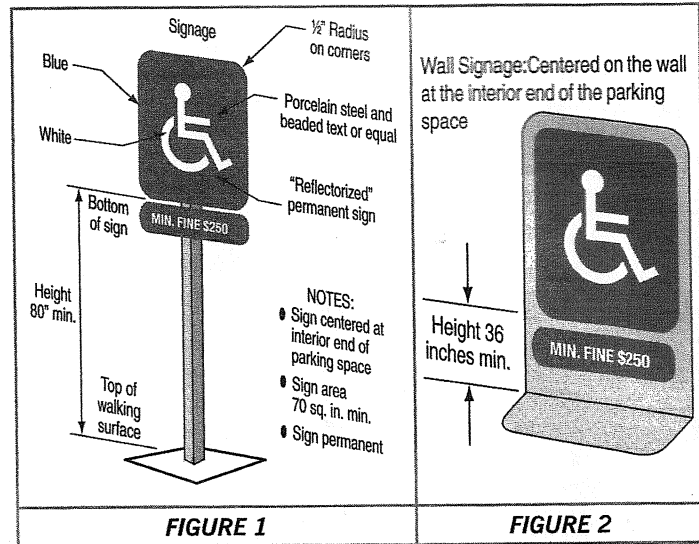


FIGURE 1

FIGURE 2

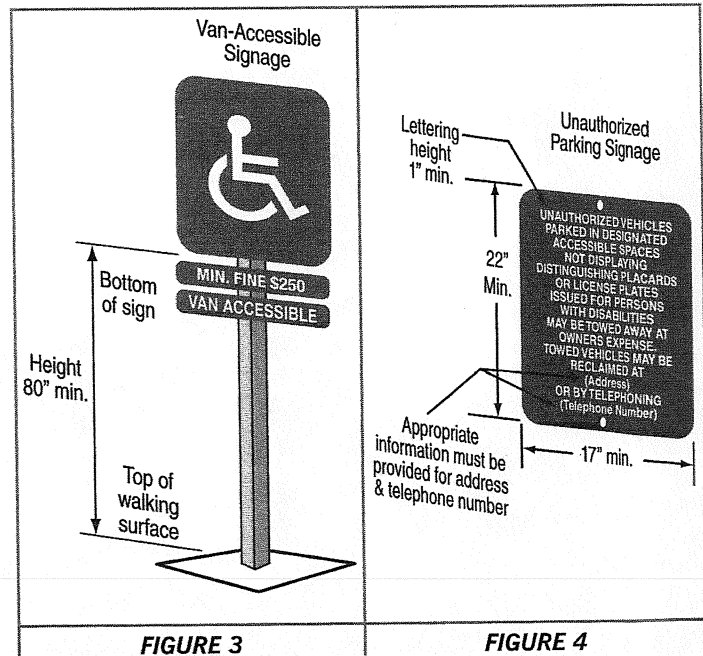


FIGURE 3

FIGURE 4

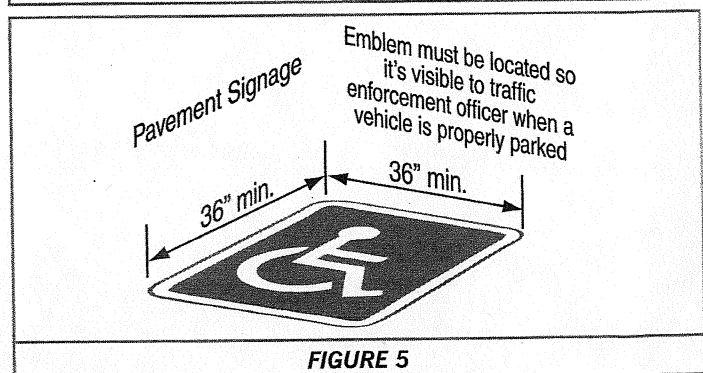


FIGURE 5








Enter KEYWORD or Item #




SHOPPING CART

	Quantity:	Name	SKU:	Each:	Total:
<input type="button" value="REMOVE"/> <input type="button" value="EDIT"/>	1		PKE-20675	\$26.00	\$26.00
<p><u>PKE-20675 - [International Symbol of Accessibility]</u> Aluminum Reflective (80 mil) 18x18 in. \$26.00 Enter Line Item Notes [*Please Note: Variable pricing on this item applies for quantities > 10]</p>					
<input type="button" value="REMOVE"/> <input type="button" value="EDIT"/>	2		PKE-20835	\$9.00	\$18.00
<p><u>PKE-20835 - VAN ACCESSIBLE < white letters on blue ></u> Aluminum Reflective (80 mil) 12x6 in. \$9.00 Enter Line Item Notes [*Please Note: Variable pricing on this item applies for quantities > 10]</p>					
<input type="button" value="REMOVE"/> <input type="button" value="EDIT"/>	2		PKE-14605	\$9.00	\$18.00
<p><u>PKE-14605 - MINIMUM \$250 FINE</u> Aluminum Reflective (80 mil) 12x6 in. \$9.00 Enter Line Item Notes [*Please Note: Variable pricing on this item applies for quantities > 10]</p>					

Subtotal: \$62.00

Tax: \$0.00

Production Status: *Available to Ship*

Total: \$62.00

SHIPPING DETAIL

Ship to Zip/Postal Code:

Country:
Select US Shipping option:

- ☐ STANDARD Shipping --- [Ground] (\$9.00)
- ☐ PRIORITY Shipping --- [2nd Day] (\$23.00)
- ☐ EXPEDITED Shipping --- [Next Day] (\$46.00)
- ☐ Alternate Customer Shipping Account (\$0.00)